



**REQUEST FOR SDO ACCOUNT ESTABLISHMENT,  
ADJUSTMENTS AND NEW OFFICER**  
**State Form 49068 (Rev. 4-03)**

Approved by the Auditor of State and State Board of Accounts

Please use this form, with a justification letter, to request a new SDO Account or to request adjustment to an existing one  
(Reference Procurement Manual)

Date (Month, day, year)	Local purchase number
Name of agency	Agency number
Name of agency head	Telephone number
Fund center	

**FOR ESTABLISHMENT OF A NEW ACCOUNT:**

Name of new SDO		
As a new SDO, are you also a Procurement agent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Requested amount:
Requested single-purchase limit:		Requested major object points:

**FOR ADJUSTMENTS TO EXISTING ACCOUNT:**

	REQUESTED	CURRENT
Advanced Amount		
Major Object Points		
Single Purchase Limit		
Procurement Card Single Purchase Limit		
Travel Card Single Purchase Limit		

**FOR TRANSFER OF SDO FUNDS TO NEW SPECIAL DISBURSEMENT OFFICER:**

Name of new SDO:	As a new SDO, are you also a Procurement agent? <input type="checkbox"/> Yes <input type="checkbox"/> No
I accept the responsibility for the above advances as outlined in Chapter 7 of the Accounting and Uniform Compliance Guidelines Manual for State Agencies (State Accounting Manual) and in policy and procedure memorandums issued by the Department of Administration and the Auditor of State.	
Signature of new SDO	Date (Month,day,year)
<b>Approved:</b>	
Signature of Agency Head	Date (Month,day,year)
Signature of Commissioner, IDOA or Designee	Date (Month,day,year)
Signature of Auditor of State or Designee	Date (Month, day,year)

**Please attach this form to your justification letter**